

Section 2 Projects Administered by a Local Agency on the State Highway System

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The local agency will administer the contract under an encroachment permit, a cooperative agreement (if required), and Caltrans approved Plans, Specifications, & Estimate. In addition, the local agency will provide the resident engineer and construction engineering team, while Caltrans provides quality assurance and oversight of construction.

Caltrans must oversee the contract administration of construction contracts administered by local agencies to ensure compliance with applicable state and federal regulations and Caltrans standards and practices. This quality assurance and oversight means Caltrans provides policy and procedural direction to non-Caltrans organizations, personnel, or companies administering construction contracts on projects under encroachment permit on the state highway system. In addition Caltrans provides direction for similar organizations and personnel for projects that will become part of the state highway system in the future.

The Division of Construction's *Oversight Field Guidelines* provide policy and procedures related to the duties of Caltrans construction quality assurance and oversight personnel on local agency administered construction projects. The guidelines establish policy and procedure, and should be used as a resource for Caltrans employees that are providing quality assurance and oversight on projects administered by others on the existing or future state highway system. Caltrans personnel who provide quality assurance and oversight should never attempt to use the *Oversight Field Guidelines* as a substitute for the encroachment permit or the cooperative agreement.

Section 1 Projects Administered by a Local Agency on the State Highway System

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